

Approved For Release : CIA-RDP70-00211R000100290012-5 REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE		PROJECT NUMBER 00290012-5			
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem			
ELEMENTS OF PROJECT <input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment <input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study		DATE OF REQUEST			
TITLE OF PROJECT Survey of Cable Logging, Reference and Copy Retention Requirements					
BRIEF DESCRIPTION OF PROJECT <p>Conduct an Agency-wide survey of cable logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> a. Simplifying and standardizing logging procedures; and b. Establishing the reference requirements and determining how, what and where copies of cables should be retained. <p>CONCURRENCE:</p> <p><u>Deputy Director (Support)</u></p>					
FOR USE OF REQUESTING OFFICE	FOR USE OF O&M SERVICE				
TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)	NAME OF ANALYST DEVELOPING PROJECT				
	ESTIMATED MAN DAYS REQUIRED <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;">Analyst</td> <td style="border: none; width: 33%;">Clerical</td> <td style="border: none; width: 33%;">Total</td> </tr> </table>		Analyst	Clerical	Total
	Analyst	Clerical	Total		
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 70%;">STARTING DATE APPROVED</td> <td style="border: none; width: 30%;">TARGET DATE</td> </tr> </table>		STARTING DATE APPROVED	TARGET DATE	
STARTING DATE APPROVED	TARGET DATE				
NAME, TITLE & SIGNATURE OF REQUESTOR					
	ASSISTANT MANAGEMENT OFFICER				
	MANAGEMENT BOARD APPROVAL				
OTHER APPROVAL, IF REQUIRED	DATE OF MANAGEMENT BOARD ACTION				
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